

Designing a Scientific Poster in the ITC

The ITC uses the term Scientific Poster to describe a large poster ranging from 3x5 feet to 4x8 feet which contains a Title and columns of data consisting of text, graphs, pictures, tables, and clipart. A poster may be created in any application you desire. The basic format of the Page Setup up is to use a legal size sheet of paper in landscape mode. You will then put all of your information on this one sheet of paper. In other words, create a miniature poster that includes all of your graphics and text. Your font size may be as small as 3pt or 5pt depending on the amount of data in your poster.

The following directions describe how to set up a poster using Microsoft Word.

1. Open a new file in Microsoft Word.
2. Select the **File** menu, then choose **Page Setup**.
3. Select **Legal** for the paper size.
4. Select **Landscape** for the orientation.
5. Change your margins to match the size of the poster you wish to make.
 - a. 3x5 ft poster (L=.5, R=.5, T=.5, B=.5)
 - b. 3x6 ft poster (L=.5, R=.5, T=1, B=1)
 - c. 3x7 ft poster (L=.5, R=.5, T=1.46, B=1.46)
 - d. 3x8 ft poster (L=.5, R=.5, T=1.81, B=1.81)
 - e. 4x8 ft poster (L=.5, R=.5, T=1.81, B=1.81)
 - f. 2x4 ft poster (L=.5, R=.5, T=1, B=1)
 - g. 1x4 ft banner (L=5, R=5, T=3.75, B=3.75)
 - h. 1x5 ft banner (L=4.5, R=4.5, T=3.75, B=3.75)
 - i. 1x6 ft banner (L=4, R=4, T=3.75, B=3.75)
 - j. 1x7 ft banner (L=3.5, R=3.5, T=3.75, B=3.75)
 - k. 1x8 ft banner (L=3, R=3, T=3.75, B=3.75)
6. Click the **OK** button.
7. If you are not creating a 4x8 ft poster, go to step #9.
8. To create a **4x8 ft poster**, you must make your title separate from the body of your poster. In other words, the title will be put on one-foot banner paper, and the poster body will be put on the three-foot poster paper. Two separate files will need to be created. Go to step #10.
9. Type your title text, then press the **Enter/Return** key two times. (For demonstration purposes, use 9pt for the Main Title text and 7pt for the Subtitle text.)
10. The body of your poster will probably need to go into columns. To achieve this, choose the **Insert** menu and select **Break**, then select **Continuous**, then click **OK**.
11. Choose the **Format** menu and select **Columns**. Type in the number of columns you would like to have, then click **OK**.
12. Change your body text to 5pt. Begin to type your text, or insert text from other files (**Insert File**), or insert a picture (**Insert Picture**).

Remember, you are creating a miniature poster, therefore all of your information must fit on one